

Business / Management / Computing

Business and Administration Apprentice

Aspen Maintenance Services Ltd

Vacancy Location - Bridgwater - TA6 4AP

Wage - £168.75

Working week - 37.50 hours per week - Monday to Friday 9am to 5pm

Expected duration - 13 Months **Closing Date** - 29/01/2020

Service office admin assistant, assisting service manager and service administrators in the day to day running of the Service Office.

NAS Vacancy Reference No: 1608819

Vacancy Link: <https://www.findapprenticeship.service.gov.uk/apprenticeship/-499313>

Business and Administration Apprentice Bridgwater & Taunton College - Taunton Campus

Vacancy Location - Taunton - TA1 5AX

Wage - £9,029.00

Working week - 37.00 hours per week - 5 days a week - Monday to Thursday 8.30am to 5.00pm, Friday 8.30am to 16.30pm

Expected duration - 12 Months **Closing Date** - 05/02/2020

The successful candidate will provide a range of administrative support within the Business Development Team. This will give a broad understanding and overview of Business Development within the College. This training opportunity offers experience and skills development in general office tasks.

NAS Vacancy Reference No: 1610557

Vacancy Link: <https://www.findapprenticeship.service.gov.uk/apprenticeship/-501084>